

~~CONFIDENTIAL~~

13 January 1955

MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT: Project Administrative Plans

REFERENCE: Memo to C/DDP/ADMIN from ADD/A, subj as above,
dtd 10 Jan 55

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1. The NEA Division has informed me that the original administrative plan for Project [] was sent to the field on 29 July 1953, and that the revised plan was sent to the field on 7 January 1955.

2. In connection with paragraph 2 of reference memo, copies of PAPS reviews of administrative plans come directly to my office and appropriate remedial action is taken automatically. Unless later review indicates that such action has not been taken, it is believed that memos of this nature serve no good purpose and constitute an unnecessary addition to our paper work.

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3. In connection with the statement in paragraph 1 of reference memo that PAPS reviewed NEA Project [] I would suggest that wording in any future similar memos indicate more accurately a PAPS review of compliance with the project administrative plan. PAPS is not authorized to review projects.

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[]
Chief of Administration, DD/P

DD/P-ADMIN:LTS/mc (13 Jan 55)

Dist:

Orig, 1 - Addressee

1 - LTS chrono

1 - LTS subj ✓

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